UNITED NATIONS
CENTRE FOR TRADE FACILITATION AND ELECTRONIC BUSINESS
(CEFACT)

INTERNATIONAL TRADE PROCEDURES DOMAIN
TRADE AND TRANSPORT PROGRAMME DEVELOPMENT AREA

Forum April 15-19, 2013, GENEVA, SWITZERLAND

DRAFT Agenda

Source: The secretariat of the ITPD
Status: Draft Agenda
Action: For approval at the next ITPD meeting – Agenda item 1
Proposed agenda:

**Monday April 15**

14-17  Official International Trade Procedures Domain Meeting

1. Opening of the meeting
2. Setting of the agenda
3. Approval of the previous ITPD Minutes
4. Election of secretary for the meeting
5. **Proposed Guidelines on Recommendation Development**
6. Report from Trade facilitation Implementation Guide Workshop in Turino, Italy
7. Mobile Business Information Brochure – continued discussion on possibility of recommendation
8. Recommendation 1 and cooperation with ISO
9. New ideas on projects/ Revision of the Programme of Work
10. AOB
11. Next meeting
12. Closing of the meeting

Possibly to be continued on Friday Morning

**Tuesday April 16**

9-17  **Revision of Recommendation 14 on Authentication of Documents by means other than Signature.**

- 09:00 – 10:00
  - Presentation of Rec14 text (in a near finalized version, I hope)
  - Discussion of any outstanding topics
- 10:30 – 12:30
  - Annex A – go through submissions (see if there is a need for more details in each submission or editorial changes...)
  - Annex A – discuss other parts of the annex in view of finalizing these (checklist for governments, virtuous circle diagram for document review process, international standards references, etc.)
  - Next steps (need more submissions or not?)
- 14:00 – 15:30
  - Annex B – go through submissions (see if there is a need for more details in each submission or editorial changes...)
  - Annex B – discuss organization of subsections of Annex B
  - Annex B – discuss other parts of the annex in view of trying to finalize these (Checklist for choosing an authentication method, minimal requirements table, etc.)
  - Annex B – discuss ‘introductions’ of the subsections of Annex B in view of promoting interoperability
- 16:00 – 17:00
  - Targeting any further contributions to the Annexes
  - Establishing a tentative schedule for the finalization of the Recommendation (in view of moving toward the next steps of the ODP, namely Public Review)
  - Any outstanding points
Wednesday April 17

9-18  Project on Single Window Interoperability

1. Roll call of participants [9 am 9.30 am]
2. Review of the part one of the Recommendation [9.30 am – 11 am]
   a. Adoption of the final plan
   b. Adoption of the chapters considered as having status Final ready for public review
      (in particular the Recommendation itself and the Benefits)
   c. Allocation of tasks for writing other chapters
3. Presentation of progress reports by Regional Single Window RSW initiatives [11 am – 1 pm]
   a. Africa by Ibrahima Diagne
   b. Korea by Young Mi Kim
   c. ASW (Japanese survey)
   d. SELA methodology for National Single Window NSW alignment by Saadia Sanchez
   e. APEC by Paul Kimberley

Lunch break [1 pm – 2 pm]

4. Legal aspects by Bill Luddy [2 pm - 3 pm]
5. Data models (WCO, Multimodal Transport, Payments) [3 pm – 3.30 pm]
6. Brain storming on guidelines [3pm – 5 pm]
   a. Lessons learned from RSW or NSW
   b. Single Window Implementation Framework ITAID European project by Markus Pikart
   c. Examination of APEC Guidelines
   d. Examination of the Economic and Social Commission for Western Asia Trade
      Facilitation and the Single Window by Paul Kimberley
   e. Expectations from practical and useful guidelines by Saadia Sanchez (SELA)
7. Wrap up and plan of work from April till September [5pm – 6pm]

Thursday April 18

9-13  Project on Consultation Approaches

  09.00-09.30  Update of Project Proposal Development
              Assessment on Recommendation 4
  09.30-10.30  Presentation of UNCTAD work on Consultation Mechanisms
               (tbc)
  10.30-11.00  Coffee Break
  11.00-13.00  Review of Draft and Division of Work

14-17  Private Public Partnerships for Trade facilitation Purposes.

  14:00-15:30: presentations (each approx. 15-20 minutes)

  •  UNECE PPP working group
  •  UNCITRAL proposed colloquium
  •  examples or other organizations (WTO, EU, World Bank...?)
15:30-16:00: coffee break

16:00-17:00:

- Q&A with the presenters,
- group discussion to establish the pertinence of a PPP Recommendation Project,
- what would be the recommendation to be promoted?,
- first attempt at setting down key elements for themes to be addressed in such a recommendation.

Friday April 19

9-13 Open time to discuss ITPD matters. Possibly continuation of Monday’s meeting